eSafety Label - Action Plan

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> **By submitting your completed Assessment Form to the eSafety Label portal you have taken an important step towards analysing the status of eSafety in your school. Congratulations! Please read through your Action Plan carefully to see what you can do to improve eSafety further in your school. The Action Plan offers useful advice and comments, broken down into 3 key areas: infrastructure, policy and practice.**

Infrastructure

Technical security

> It is important that your ICT services are regularly reviewed, updated and removed if no longer in use. Installing the latest versions and patches often addresses security vulnerabilities without which your services might come under attack. Ensure that this is part of the job description of the ICT coordinator.

> An educational approach and building resilience in pupils of all ages is also key to safe and responsible online use so bring together all teachers to have a discussion on how they will talk to their pupils about being a good and safe digital citizen. See www.europa.eu/youth/EU_en for examples of discussions that can take place in the classroom on this topic, through role-play and group games.

Pupil and staff access to technology

> It is good that in your school computer labs can easily be booked. Consider the option of integrating other digital devices into the lessons as using them provides best practise for pupils in dealing with new media. Ensure that safety issues are also discussed.

Data protection

> Your new users are given a standard password and are asked to generate their own password on their first access. Passwords offer unique entry points into the school computing system and some basic rules of password security should be rigorously applied. For further information, read the fact sheet on Safe passwords at www.esafetylabel.eu/group/community/safe-passwords.
> Include these rules in your Acceptable User Agreement and avoid giving new users a standard "first access" password.

> Unprotected devices and even more so portable devices are a very high risk to data protection and not just to the device owner itself, but also to any person he has contact with. It is therefore crucial that all staff are informed and that this is also explained to pupils. Consider producing materials to share with all of your staff that raises awareness on this issue. This material should also be pointed out to new staff as part of there induction.

> You have a good policy of keeping your learning and administration environments separate. It is good to ensure

that staff training on managing these environments is up to date as you continue to review your policies. Share your policy with other eSafety Label users by uploading it to your school profile.

Software licensing

> It is good practise that the member of staff responsible is fully aware of installed software and their license status.

> Your school has set a realistic budget for software needs. This is good. Ensure that it remains this way. You might also want to look into alternatives, e.g. Cloud services or open software.

> Compliance with licensing agreements is important. Someone needs to have overall responsibility to ensure that this is happening and that all licenses are valid for purpose. The End-user license agreement section in Wikipedia will provide useful information for understanding terms and conditions and comparing software agreements.

IT Management

> In your school only the head master and/or IT responsible can acquire new software. Consider putting a system into place where teachers can ask for new software in a non-bureaucratic and timely fashion. This allows teachers to create a more engaging lesson without the temptation of unauthorized copying and its inherent dangers and costs.

Policy

Acceptable Use Policy (AUP)

> When other school policies are reviewed, consider whether it would be appropriate to make references to eSafety, bearing in mind the wide range of issues that eSafety covers.

> Regularly review the Mobile Phone Policy to ensure that it is fit for purpose and that it is being applied consistently across the school. The fact sheets on Using mobile phones at school (www.esafetylabel.eu/group/community/using-mobile-device-in-schools) and School Policy (www.esafetylabel.eu/group/community/school-policy) will provide helpful information.

> It is good practise that whenever changes are put into place in your school, the school policies are revised if needed. Note though, that also changes outside the school can affect policies such as new legislations or changing technologies. Therefore please review your policies at least annually.

Reporting and Incident-Handling

> It is important to have a clearly communicated School Policy on this, and it should be mentioned in the Acceptable Use Policy too. What is considered to be potentially illegal can vary from person to person, so it is important that this is discussed with staff members and that school standards are set. All members of the school including pupils and teachers must be informed of them and required to respect them.

> Online issues that take place outside of school will inevitably have an impact inside school. Consider whether the school needs to make a statement about how such issues will be dealt with in the School Policy and the Acceptable Use Policy. Don't forget to anonymously document incidents on the Incident handling form

(www.esafetylabel.eu/group/teacher/incident-handling), as this enables schools to share and learn from each other's strategies.

> (Cyber)bullying can be a serious problem and a whole-school approach should be taken to tackle it with a zero tolerance strategy. Read more about it in the eSafety fact sheet area.

> Keep a central log of any cyberbullying incidents which will help to inform staff about the extent of any potential issues and the type of pupil, age etc. that are affected. Also, be sure that you fill in the eSafety Label Incident handling form. Your input will contribute to building a data base of successful incident-handling practices from schools across Europe that you can use in the future.

Staff policy Pupil practice/behaviour

> Your school partly has a school wide approach of positive and negative consequences for pupil behaviour. This is a good start, make sure that the policy and associated hierarchy applies to all on- and offline issues and is shared widely and re-visited by all staff and pupils at least annually.

School presence online

> Having an official school page on some of the more widely used/popular social networking sites can be useful for parents, pupils and the broader public if you use it to publicise your actions and events. However, exercise care when setting this up to ensure that someone from the school has control over posts etc. Check the fact sheet on Schools on social networks (www.esafetylabel.eu/group/community/schools-on-social-networks) for further information.

> We recommend that you specifically nominate a web-experienced staff member to periodically check the school's online reputation. Monitoring such an important aspect on an ad hoc basis only is insufficient. Remember that this is the image that prospective parents will receive when they search for your school online.

Practice

Management of eSafety

> Technology develops rapidly. It is good practice that the member of staff responsible for ICT is regularly sent to trainings and/or conferences to be aware of new features and risks. Check out the Better Internet for Kids portal to stay up to date with the latest trends in the online world.

> It is good that all staff in your school are responsible for eSafety. However, it is good practice to appoint a person who will have overall responsibility for eSafety issues to provide the focus needed. Ideally this should be someone from the senior leadership team. Ensure that this person is involved in the development and regular review of your School Policy. She or he should not only be informed, but should also fill out the Incident handling form whenever an incident arises at www.esafetylabel.eu/group/teacher/incident-handling.

eSafety in the curriculum

> Cyberbullying is one of the key issues that helplines are contacted about and can have a devastating effect on pupils' lives. Discuss the topic with pupils from a very early age, maybe in the form of role plays. Also check out

the fact sheet on [Cyberbullying](#) for more information.

> It is very good that, in your school, pupils are taught from an early age on about responsibilities and consequences when using social media. Please share any resources through the uploading evidence tool, accessible also via the [My school area](#).

> Sexting is an issue which affects many young people. Sharing possible consequences and risks with them is important, as is the opportunity for some discussion around the issue. Sexting should be part of a broad and balanced eSafety curriculum

> eSafety needs to be embedded across the whole curriculum regardless of whether this is a statutory obligation in your country. There are several very good schemes of work freely available which will support this; for further information see the fact sheet sheet Embedding eSafety in the curriculum at www.esafetylabel.eu/group/community/embedding-online-safety-in-curriculum.

Extra curricular activities Sources of support

> It is important that pupils have a trained staff member to turn to in case of issues. Explore the feasibility of having a staff member take this role and train him/her if needed on eSafety related issues. Bear in mind that online and offline issues are often linked.

> It is great that in your school pupils are actively encouraged to become eSafety mentors. You might want to share your approach to strengthening this network with other teachers on the eSafety Label website via the forum or your school's profile page, so that others can replicate it.

Staff training

> All staff need to be regularly updated about emerging trends in eSafety issues. Consider a needs-analysis to determine what different staff need from their training and consult the eSafety Label portal to see suggestions for training courses at www.esafetylabel.eu/group/community/suggestions-for-online-training-courses.

> All teachers should be able to recognise signs of cyberbullying and be aware on how to best proceed. Make sure that your teachers are regularly trained bearing in mind the rapid changes of new technology. Also check the eSafety fact sheet on Cyberbullying at www.esafetylabel.eu/group/community/cyberbullying.

The Assessment Form you submitted is generated from a large pool of questions. It is also useful for us to know if you are improving eSafety in areas not mentioned in the questionnaire. You can upload evidence of such changes via the [Upload evidence](#) on the [My school area](#) section of the eSafety Portal. Remember, the completion of the Assessment Form is just one part of the Accreditation Process, because the upload of evidence, your exchanges with others via the [Forum](#), and your [reporting of incidents](#) on the template provided are all also taken into account.